



UNITED NATIONS
OFFICE OF COUNTER-TERRORISM

AFRICAN REGIONAL HIGH-LEVEL CONFERENCE
ON
COUNTER-TERRORISM AND THE PREVENTION OF VIOLENT
EXTREMISM CONDUCIVE TO TERRORISM

10-11 July 2019

Nairobi, Kenya

Information for Delegates
(as of 21 June 2019)

1. Introduction

This note addresses administrative and logistics matters related to the *African Regional High-level Conference on Counter Terrorism and the Prevention of Violent Extremism Conducive to Terrorism*, to be convened by the Republic of Kenya and the United Nations at the United Nations Office at Nairobi (UNON), Kenya, on Wednesday 10 and Thursday 11 July 2019. The conference will take place in Conference Room 2 at UNON.

The main thematic areas of the Conference are:

- i. Sharing good practices in countering terrorism and preventing and countering violent extremism conducive to terrorism in Africa;
- ii. Building a partnership with youth, women and marginalised communities to prevent and counter violent extremism conducive to terrorism;
- iii. Countering terrorism as part of nation-building in Africa;
- iv. Enhancing cooperation between Member States, the United Nations and the African Union Peace and Security Architecture to strengthen prevention of and resilience to terrorism and violent extremism conducive to terrorism.



2. Delegations

African Member States are invited to send a Head of Delegation plus three additional representatives. Remaining Member States are invited to send an observer delegation composed of a Head of Delegation plus one additional delegate. International and regional organizations, civil society organisations and UN entities are invited to send a Head of Delegation plus one additional delegate.

3. Registration and Accreditation for Conference Delegates

Focal points for each conference delegation are kindly requested to register the Head of their Delegation to the High-level Conference and any additional representatives online by 25 June 2019 at:

<https://reg.unog.ch/event/29512/>

All participants are required to upload an accreditation/nomination/invitation letter confirming their capacity to attend the Conference. In cases where a single letter covers several participants, the same letter must be uploaded on the web portal for each person mentioned in the document.

Each delegate is required to upload a standard passport-size colour photo to the registration web portal. Please follow the instructions on the web site.

Having successfully registered online, delegates will receive an electronic registration confirmation and a confirmation code. The code will be used to finalize delegate accreditation on-site at UNON and the collection of conference badges. In order to pick up conference badges, delegates are required to present their passport and a copy of the accreditation/nomination/invitation letter originally provided to support accreditation.

To avoid long queues on the first day of the Conference, focal points for delegations that have registered may pick up their delegation's Conference Badges on Monday 8 and Tuesday 9 July 2019 from 08.00 to 16.00 at the Security desk at the UNON Visitors' Centre Pavilion, at the Main Entrance to the UNON Complex. On the first day of the conference, all delegates are requested to be inside the UNON Complex before 08.30. Badges will be colour-coded to correspond to permissible areas of access.

VIP badges will be available for collection from 8 July 2019 at the Security desk in the UNON Visitors' Centre Pavilion. For questions, contact: Akwata Ekessah (ekessah@un.org).

4. Access to Conference Rooms

Delegates must display their Conference Badge at all times to access United Nations facilities and while being present in the UNON facilities.



For the duration of the High-level Conference, access to the Conference Room will be strictly restricted to the accredited delegates of Member States, international and regional organizations and civil society organizations, as well as UN representatives and Secretariat Staff, presenting a secondary access card specifically issued for the High-level Conference.

5. Costs, Travel and Accommodation Arrangements

Member States, international and regional organizations, UN entities and civil society organizations are requested to arrange and cover the costs of travel, visa and accommodation for their delegations.

Delegates who qualify for travel cost and DSA reimbursements, as indicated in the conference invitation letter, should register a request for support with Mr. Peter Smith (SmithP@un.org) and Ms. Samantha Savarese (SavareseS@un.org) in the United Nations Office of Counter-Terrorism by 21 June 2019. Travel support is offered on a first-come-first-served basis and cannot be extended to more than two representatives of eligible Member States.

Participants who are funding their own travel to Nairobi can avail themselves of UNON's travel agent, BCD, who are available to assist to book flights at a discounted rate, reserve a hotel, and arrange airport transfers. Inquiries can be made at untraveldesks@bcdtravel.co.ke or call at +254 788-200-066.

6. Visas and Arrival Arrangements in Kenya

Visas

It is the delegate's own responsibility to obtain a visa for Kenya, if required. The information provided here acts only as guidance. A passport valid for at least six months from the date of arrival is required for entry into Kenya.

Visas to enter Kenya can be obtained through the following procedures:

E-Visa online procedure: Eligible nationalities can complete their application online and pay visa fees on the dedicated website (www.ecitizen.go.ke).

Standard procedure in Embassies: Those not eligible for the e-Visa, or if the type of Visa desired cannot be obtained through the e-Visa procedure, can apply for the Visa from the nearest Kenya Embassy.

Visa on arrival: Eligible nationalities who may be issued with a Visa on application without due reference to the Director of Immigration can complete the Visa formalities upon arrival at the Jomo Kenyatta International Airport (JKIA). Travellers' attention is drawn to the fact that the e-Visa allows border checks to be passed more quickly.



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In case of any difficulties, kindly the concerned may call George Mareku on +254 (0)725 772 861 or send an email to gmareku1@gmail.com for assistance.

For more information, visit www.immigration.go.ke

7. Arriving at Jomo Kenyatta International Airport (JKIA) in Nairobi

The Airport is in the Embakasi suburb, 15 kilometers from Nairobi's central business district and 25 kilometers from the United Nations Office at Nairobi, Gigiri.

The Officer-in-charge at the Jomo Kenyatta International Airport telephone can be reached on +254 (0)799 869 183.

There will be an information desk in the arrival area (after the Customs desks) where delegates will be assisted on transportation, accommodations inquiries, and other support.

We wish to inform you, on behalf of the Ministry of Foreign Affairs of the Republic of Kenya, that transportation from/to the hotels and Kenyatta International Airport, as well as from/to hotels and UNON on the days of the Conference, will be provided by the Government of Kenya for VIPs only. The contact point in this regard is [Mr. John Nyaga; Tele: + 254-(0)723884591; Email: jgichobi@mfa.go.ke]

All the other Conference Delegates are kindly requested to make their own local transportation arrangements. Delegates should be vigilant about selecting safe and appropriate means of local transportation.

8. Port of Entry Health Requirements

Yellow Fever

Nota bene: A yellow fever vaccination certificate is required if you are arriving in Kenya from a country with risk of yellow fever transmission.

Travelers arriving from countries listed below are required to possess a valid vaccination certificate for Yellow Fever: Angola, Argentina, Benin, Bolivia, Brazil, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Columbia, Congo, Cote d'Ivoire, Democratic Republic of the Congo, Ecuador, Equatorial Guinea, Ethiopia, Gabon, the Gambia, Ghana, Guinea, Guinea-Bissau, Guyana, Liberia, Mali, Mauritania, the Niger, Nigeria, Panama, Paraguay, Peru, Rwanda, Senegal, Sierra Leone, Sudan, Suriname, Tanzania, Togo, Trinidad and Tobago, Uganda and Venezuela.

Advice on all vaccinations recommended for visitors can be obtained from the Kenyan Embassy/High Commission or on the visa website indicated above. Information is also available on the WHO website <http://www.who.int/ith/en/>



Malaria and Other Diseases

Malaria is common throughout the year in parts of Kenya. Nairobi, the capital city, is generally malaria-free but this does not exclude the need to stay safe from infection by mosquitoes. It is recommended to consult your doctor about malaria prophylaxis if travelling into Kenya and beyond Nairobi. Adequate safeguards against mosquito bites are advised (insect repellent, bed nets, clothing with long trousers and covering the arms).

Food and waterborne diseases including diarrhoea are present. Drinking water directly from the taps is not advisable. Drink only bottled water with unbroken seals. Avoid raw foods other than peeled fruits and vegetables and wash hands frequently with soap and water

Medical costs incurred in Kenya will be directly borne by the participant. It is therefore strongly recommended that you arrange for your own travel health insurance prior to departure from your country and arrival in Kenya.

The UNON Joint Medical Service will be available in cases of emergency during the Conference. The clinic is located on ground floor behind the UN SACCO Offices.

Telephone:

- +254 20 762 1267
- +254 20 762 2267
- +254 20 762 2268

For life threatening Emergencies Call 020 762 5999/6666 or 0720 699 999

9. Hotel Arrangements

Conference delegates should make their own accommodation arrangements. Delegates should be vigilant about selecting safe and appropriate accommodation.

The list of hotels which offer conference negotiated rates is available on the Conference Registration Web Portal.

10. Conference Side Events

Please see separate note '*Guidelines for Organisers of Side Events During the Africa Regional High-level Conference on Counter-terrorism and the Prevention of Violent Extremism Conducive to Terrorism*', available on the Conference Registration Web Portal.

11. Interpretation

Interpretation will be provided for all official sessions of the High-level Conference in the six official United Nations languages (Arabic, Chinese, English, French, Russian and Spanish).



We request that all interventions during the High-level Conference be made in one of the official UN languages.

Delegations are requested to organize their own interpreters, if required, for bilateral meetings or if additional languages are needed, and to register interpreters as part of their official delegation. Interpretation during side-events is the responsibility of the organiser(s) of each side-event.

12. Security

Access and Registration

All delegates are to use the pedestrian gate located at the Pavilion Entrance on United Nations Avenue, off Limuru Road, to access the UNON Complex. Before entering the UNON Complex to receive Conference Badges, all conference participants will be security screened.

Following screening, physically challenged persons will be ferried to the Lobby by designed vehicles provided by UNON-FMTS.

Vehicle Decals for the Conference and VIP Access

Vehicular access will be limited to vehicles with a valid United Nations decal issued by the United Nations Department of Safety and Security (DSS). Vehicle decals for the Conference will be issued to Ministers and Heads of delegations only.

Access to the UNON Complex for the period of the Conference will remain open to all official Embassy vehicles, provided they have previously been registered with the DSS and issued with UN vehicle decals, and for drivers with valid UNON issued IDs.

With respect to non-official vehicles used by heads of delegations or ministers only, details of the vehicles and driver must be sent in advance to bakhoya@un.org in order for a temporary Meeting Decal and Driver Pass to be issued. Embassies are encouraged to use official vehicles with United Nations parking decals.

Parking

Parking of vehicles is restricted to the delegates' parking area. Due to the limited parking facilities within the UNON Complex, it is preferred that Embassy vehicles without diplomatic number plates limit their business within the compound to dropping-off and collecting their passengers. Such vehicles should depart the compound immediately upon completion of such tasks.

Armed Security Personnel in the UNON Complex



In view of the fact that armed security services are already provided at the United Nations Office at Nairobi by the DSS, UNON does not authorize armed protection detail officers for visiting officials at the ministerial rank or equivalent.

Should a delegation consider that there is, in fact, a specific threat within the United Nations Office at Nairobi Complex against a principal, therefore requiring the presence of an armed security protection officer within UNON, please provide an official specific security threat assessment that details this accordingly, following which UNON DSS will consider the unique nature and specifics of this assessment.

External Fire Arms Request

The United Nations Office at Nairobi (UNON) remains a weapons-free zone, except for authorized UN Security Officers and others who have sought and received prior authorization from the Chief of Security (UNDSSKenya@un.org , cc. to fletcher@un.org). Any request must be accompanied by relevant facts at least 48 hours in advance.

All external firearms must be reported, declared and deposited with the UN Security for safe custody during the sessions of the Conference. For further clarification, contact Inspector Andrew Bakhoya (bakhoya@un.org) at least 48 hours in advance with the following information:

- Fire-arm type, serial number, calibre, type of rounds and ammunition;
- Body-guard name and ID number.

Media

Media personnel will use the delivery gate throughout the Conference. They will collect their conference badges at the registration area, then access the UNON Complex through the pedestrian access gate.

General Security Tips

The United Nations Offices at Nairobi and Kenyan Authorities are working closely together to ensure that all precautionary measures are taken for conference delegates safety and security. However, delegates are personally responsible for their movements outside the United Nations Complex.

For your own safety, kindly read and follow these tips:

- Avoid crowded areas;
- When walking, keep to the main roads and avoid shortcuts through back alleys and similar routes;
- Where possible, take a taxi rather than walking (refer to section with information on recommended taxi service);



- walk at night in the city centre even for a short distance – always take a taxi;
- Ignore street children and people who approach you in the streets with hard-luck tales. They may be pickpockets or part of elaborate scams. The best thing to do is just to walk on and ignore them;
 - Be wary of people loitering outside hotels;
 - Stay informed: be aware of local news;
 - Cooperate with security forces when they conduct security operations;
 - Carry identification at all times;
 - Tell someone where you are going and when to expect you back;
 - Have emergency numbers registered on your phone;
 - Ensure your mobile phone is fully charged (especially when you leave to go to public places) and that you have sufficient credit to make calls;
 - Make use of safes in hotel rooms and **DO NOT** carry large sums of money;
 - Avoid carrying credit cards, wearing expensive jewellery or watches when walking on the streets;
 - Do not accept food and drinks from strangers; visitors have been known to be drugged and then robbed.

13. Statements

Heads of Delegation are invited to provide remarks of a maximum duration of four-minutes during of the thematic sessions of the Conference. This time limit will be strictly observed. The light on the microphone in front of each speaker will start flashing after three minutes and thirty seconds and will turn red after four minutes.

A speakers list will be maintained during the Conference. The list will operate on the principles of seniority and of ‘first come first served’ according to the following categories: 1. Heads of Government/State 2. African States (Ministers, Vice-ministers, other); 3. Other UN Member States (Ministers, Vice-ministers, other); 4. Regional and other intergovernmental organizations; 5. United Nations Agencies, Funds and Programmes and SRSGs; 6. Civil Society organizations.

An opportunity to speak for a second time during the High-level Conference will be provided if all the first-time speaking requests are exhausted.

We kindly request that speakers be registered no later than 15 June 2019 with the United Nations Office of Counter-Terrorism (Charbel Raji - raji1@un.org and Neil Melvin - neil.melvin@un.org), indicating in which session the statement will be delivered. For record keeping and interpretation purposes, delegations also are kindly requested to share an electronic copy of the planned statements with the United Nations Office of Counter-Terrorism by Wednesday 3 July 2019.

Please indicate if the statement may be posted on the United Nations Office of Counter Terrorism website and made publicly available.



14. Conference Events

There will be an Evening Reception on 10 July starting at 18.30 for all official conference delegates. Further details will be available at the start of the conference.

15. Bilateral Meetings

Delegations wishing to conduct bilateral meetings during the Conference should contact: Mr. Mr. Peter Kamau (unon-dcs-mcu@un.org).

16. Taxi and Bus Services

You are strongly advised to be very cautious if you must travel using public transport, however exciting or convenient they might look. The majority are in poor condition and often have reckless drivers. Robbers and pickpockets are also known to frequent public transportation.

Many hotels provide courtesy shuttle services to/from airport and in some cases from the hotel to the UNON complex. Visitors should advise their hotels in good time of their transportation needs.

Local Taxi companies:

Pewin Cabs:	+254 727 776761
Jatco Taxis:	+254 725 280000
Jim Cab Services:	+254 735 555559
Apollo Tours Ltd:	+254 723 794249
Amicabre Travels Ltd:	+254 710 760055
Little Cab:	+254 709 302302 (online)

17. Car Hire

Only hire cars from a reputable car hire firm; a short list of some reputable car hire firms is below. You can then be certain that you have the right insurance cover, the vehicle has been maintained and it will be in a reasonably good condition.

Avenue:	+254 20 2219725
Avis:	+254 20 2533610/14
Budget:	+254 20 223072/330169
Car Hire Services:	+254 20 3743270/1/2
Chequered Flag:	+254 20 3882629
Hertz:	+254 20 313608
Easy Coach:	+254 20 2210711/2 +254 20 3593790
ApolloTours:	+254 721 734323 +254 20 2467350/1/2/3



Free Wi-Fi will be available in the UNON complex and all meeting rooms. Select the wireless network connection named 'VISITORS' or 'DELEGATES' to enjoy internet access for information and documentation prepared for the assembly. Delegates are, however, requested to limit the number of personal gadgets connected to the internet at one time to avoid slowing the network.

19. Canteen Services and Restaurants

Catering Inside UNON Complex

There are several caterers within the UN compound contracted to provide food and beverages for breakfast, lunches as well as snacks during coffee breaks. During the conference these facilities will be open for conference staff and UN staff working at UNON.

- *UNON Main Cafeteria.* Next to the UNON complex roundabout (+254 20 762 21907)

- *Delegates Lounge.* Located adjacent to the conference meeting room. Closed for lunch on 10th July 2019.
- *Old Cafeteria – Amaica Restaurant.* Located between the UNON Main Cafeteria and the Commissary (+254 20 762 22496).

Catering Outside the UNON Complex

In addition, there are several restaurants and bars within walking distance from the UN complex (listed in the order of distance from the main UN gate):

- *Emerald Garden* (Chinese/Thai) food. From the main gate of the United Nations, cross the road, turn right and walk about 200 m. You will find the restaurant to your left. (Online reservation services available). Tel: +254(0)710-886-688 /710-887-888;
- *Warwick Centre* - From the main gate of the United Nations, cross the road, turn left and walk about 100m. The building is on your right. Tel: +254(0)712-291-124;
- *Asian Garden* - From the main gate of the United Nations, cross the road turn left and walk for 100m. You will find the restaurant to your right immediately after the U.S.A Embassy, and within the Warwick Centre Complex. Tel: +254 712-848-770;
- *China Garden* - From the main gate of the United Nations, cross the road and turn right and walk for 50m. The restaurant is next to the Morocco Embassy;
- *Mediterraneo* (Italian) – located past the Warwick Centre, on the right-hand side. Tel: +254(0)789269841 / +254(0)705269841;
- *Java Coffee House* (sandwiches, salads, main meals and beverages) - From the main gate turn left and walk to the end of the UN Avenue. Turn left on Limuru Road. It is next to the Kenol petrol station on your left. Website: <http://javahouseafrica.com/> Tel: +254 (0) 721-425-403;



- Located inside the Karura Forest – is a scenic setting, ideal for early morning breakfasts and late evenings. Tel: +254 (0) 725-969-891;
- *Domino's Pizza* - From the main gate turn left and walk to the end of the road. The restaurant is across the street on your right at Kobil petrol station past Big Square. Website: <https://www.dominos.co.ke/> Tel: +254 (0) 730-165-111;
 - *Cold Stone* (ice cream) - From the main gate turn left and walk to the end of the road. The restaurant is across the street on your right at the Kobil petrol station past Big Square and Dominos Pizza. Tel: +254 (0) 730165011;
 - *Village Market* – Food courts and a variety of restaurants – It is a 3 minutes taxi drive. Website: <http://villagemarket-kenya.com/> Tel: +254 (0) 20 712248890
 - *Tribe Hotel* - It is 5 minutes taxi drive. Website: <http://www.tribe-hotel.com/> Tel: +254 (0) 2072-000-000 / Tel: +254 (0)732186000.

20. Banking and Currency Exchange

The official currency of the Republic of Kenya is the Kenya Shilling (KES). Exchange rates (10 June 2019) are approximately: 1 US Dollar = KES 101 and 1 EUR = KES 114. Foreign currency can be changed at JKIA, which has 24-hr service, banks and foreign currency

bureaus. ATMs are available country-wide with 24-hour access. Some ATMs can dispense foreign currency in US Dollars. Within the UNON complex there are several ATMs:

- *Kenya Commercial Bank (KCB)* is located on the ground floor in the UNON complex, next to the Delegates Lounge.
- *Standard Chartered Bank* is available in the UNON complex, opposite KCB Bank;
- An ATM is located near the UNFCU (United Nations Federal Credit Union);
- Two ATMs (KCB and UNFCU) at the UN Commissary on the northern end of the UN Gigiri Complex.

The following currency exchanges are available near the UNON compound in Nairobi:

- *Emerald Gardens' Bureau de Change* is located about 200 metres from the UNON entrance. Cross the road and turn right. You will find a Chinese Pagoda building to your left, where the Forex Bureau de Change is located on the first-floor. The facility also hosts a National Bank of Kenya in this complex;
- *The Warwick Centre* is located about 100 metres from the UNON main entrance. Cross the road and turn left. The building will be to your right, in a complex of shops, banks, restaurants and offices. There is a Stanbic Bank and two ATMs;
- *Gigiri Square* is next to the Warwick Centre, but before the Mediterraneo Restaurant, on the same side of the road, and hosts the Kenya Commercial Bank, the Equity Bank, and the I&M Bank;
- *Village Market* is a shopping complex about a 3-minute taxi drive from the main UNON entrance. There are several banks and forex bureau at Village Market.

21. The Commissary



The UN commissary is a high-end purpose-built facility catering to the retail needs of the diplomatic community. The delegate badge can be used to shop with the following quotas:

Hours of Operation Monday - Friday 9:00 am - 6:00 pm Saturday & Sunday 9:00 am - 5:00 pm.

22. Electricity

Electrical current in Kenya is 220 -240 Volts, 50 Hertz. Kindly, note that Kenya uses the 13A 3[square]wall switch socket outlet.

23. Time Zone

Kenya is *GMT + 0300 hours*.


24. Official Languages

The official language of the Republic of Kenya is English, the national language is Swahili.

25. Emergency numbers

Nairobi	USD	1000	
UN Common Radio Room	Wine	6 litres	0207622053/0707722503, 0707722505
UN Security Control Centre	Spirit	4 litres	0207626666/070629999, 0733629999
UN Security Control Centre	Tobacco	800 grams	0207626666/070629999, 0733629999
Joint Medical Services	Beer	3 cases	0207625999, 0724255378
Diplomatic Police (DPU)			0708589522, 0731170666
Kenya Police			999, 112, 020272 4154
St. Johns Ambulance			0721225285; 0721611555
E-plus Ambulance			0700395395; 0738395395
AAR Ambulance			0725225225; 0202717375
Aga Khan University Hospital			0203740000; 0711092000; 0722204146
Nairobi Hospital			0202845000; 0703082000; 0722204116



Mombasa		 UNITED NATIONS OFFICE OF COUNTER TERRORISM
Radio Room	0798473152	
Central Police Station	0706115155	
KK Fire	0728999900/ 0728999901	
Aga Khan Hospital (Mombasa)	0415051000, 0412161000, 0722205110, 0733641020	
Mombasa Hospital	0412312191	
National Gender Based Violence Providers in Kenya		
National Gender Based Violence Hotline	Toll Free 1195	

26. Conference Points of Contact:

Government of Kenya: Philip Githiora (pgithiora@mfa.go.ke) and Anthony Mathenge (a.mathenge@counterterrorism.go.ke).

United Nations: Neil Melvin (neil.melvin@un.org).